



# LOST CHILD POLICY & PROCEDURE

Reviewed by (School Business Manager).....

Approved by the Board of Trustees (Chair):.....

Date:.....

Review Date:.....



Page Left Blank Intentionally

# Lost Child Policy and Procedure

## LOST CHILD POLICY

### Introduction

In the event of a child becoming lost while at main school or Kindergarten, the school has procedures to deal with this situation. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

### Aim

In the event that a child is lost, we will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at the School /Kindergarten while procedures are followed.

### Procedure

- We will check the register to confirm the child came to School/Kindergarten. A quick search of all rooms, cupboards and all areas in the school will take place.
- The Class Teacher will send a member of staff to make a comprehensive search for the child. The search will start with the member of staff going to the road outside of School/Kindergarten and check the road. He/she will then check the grounds.
- Next, a search of the building will be made, before reporting back to the Class Teacher. This will be done as quickly as possible.
- While the initial search is made, the Class Teacher will make enquiries of all adults at the school to establish the last sighting and time, clothes that the child was wearing, and the mental state of the child (happy, upset etc.).
- The Class Teacher/staff member will then telephone the police and report the situation and follow their advice.
- The Class Teacher will telephone the parent or carer and report the situation. They should ask the parent to come to the school, by using the normal route that the child would take and preferably by walking. The teacher will then send a different member of staff to make a search of the area, and continue the search until instructed otherwise.
- When the parent arrives at the school, if the child is still lost, we will ask the parent to return home and wait, in case the child has managed to make their way home.

**Telephone lines should remain as free as possible so that messages are not delayed.**

The school/Kindergarten activities for the remaining children will continue as normal and staff not involved in the search will give the children proper attention.

### **Lost Child on Outings: Procedure (See also Trip Policy)**

- We attempt to minimise the opportunity of lost children by ensuring they are properly supervised by a parent, carer or member of staff. Each child without a parent or carer on the outing will have a member of staff allotted to supervise them, and the member of staff will be allocated a maximum number of children.

#### **The procedures are:**

- If coach travel is part of the outing, number of people will be counted and double-checked on the coach prior to leaving.
- If the child is lost at the outing's venue, the supervisors will insist that all adults and children return to a meeting point, and will despatch staff to search for adults and parents.
- A count will be made to confirm all who are present. Adults will be asked when they last saw the child, and what clothes he/she was wearing. All adults will be asked to look for the child as they proceed with the outing, and a member of staff will stay at the meeting point so that if the child is found, this can be reported to the trip leader.
- The trip leader will alert officials at the venue that there is a missing child and take their advice.
- The police should be telephoned to report the situation and staff will follow their advice.
- Where possible, at the end of the outing a member of staff will remain at the venue to assist in the search, and if successful to bring the child back. If the parents are not on the outing, the Class Teacher will telephone the parents and advise them of the situation.
- A full written report will be made, risk assessments will be reviewed and a debrief of the incident held.

### **Kindergarten child missing on a walk**

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through the implementation of our outings procedure and our exit/entrance procedure, to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

- As soon as it is noticed that a child is missing, all other children are called to stand by the members of staff who carry out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity, but does not search beyond that.
- Our senior staff member on the outing contacts the police and reports that child as missing.
- Our administrator is contacted immediately and the incident is recorded. A member of staff is made available to come and help bring the remaining children back to Kindergarten
- Our administrator contacts the parent(s).
- The remaining children are brought back to the setting as soon as the extra member of staff arrives.
- According to the advice of the police, a senior member of staff should remain at the site where the child went missing and wait for the police to arrive.
- A recent photo and a description of what the child is wearing is given to the police.
- Our administrator contacts our business manager and reports the incident. Our business manager comes to our premises immediately to carry out an investigation, with our management team.
- Our staff keep calm and do not let the other children become anxious or worried.

**Revised: January 2017 KG Teachers/TM**

**For Review: January 2020**